

Headquarters U. S. Air Force

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AF Transformation Center Visit Request Guidance



U.S. AIR FORCE



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Transformation Center Visit Request Info

- **The Air Force Transformation Center (AFTC) is located in two different locations on Elm St (See Map)**
- **The AFTC operational facility is located in the 480IG (Building 28) which is a restricted area. Entry requires a security clearance.**
- **The admin offices in building 18 are an unclassified environment and do not require security clearances.**
- **US citizens that are planning to enter the 480IG must have their Security Managers send clearance information by fax to TC Office.**

Check with your sponsor which location you will be visiting

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Visit Request Information

- **PURPOSE OF VISIT**
- DATES OF VISIT**
- VISIT POC / PHONE**
- ORGANIZATION / MAILING ADDRESS**
- PHONE**
- EMAIL**
- FAX**
- NAME**
- RANK & SERVICE**
- SSN**
- CLEARANCE & DATE GRANTED**
- INVESTIGATION & DATE COMPLETED**
- PLACE & DATE OF BIRTH**
- CITIZENSHIP**

- **Send to:**
AFC2ISRC/TC
24 ELM STREET
LANGLEY AFB VA 23665
VOICE: (757) 764-4135
FAX: (757) 225-1254
DSN: 575-1254

**To verify receipt of visit request,
please call:
Maj Murray or Mr. BJ Austin.**



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Clearances

- **Security clearances should be faxed to the following:**
 - **Maj Murray or Mr BJ Austin**
- **Fax DSN is 575-1254**
- **Commercial Fax is (757) 225-1254**
- **Our Address is**
 - **24 Elm St, Langley AFB, VA 23665**
- **Voice DSN is 574-4135**
- **Commercial Voice is (757) 764-4135**
- **Fax subject should state Purpose and Dates of Visit**

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Security and Clearance POCs

Major BYRON MURRAY

Security Manager

(757) 225-2807

byron.murray@langley.af.mil

Mr BJ AUSTIN

(757) 225-1282

Austin.Bernard@langley.af.mil

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Foreign National Visit Requests

- **Foreign Nationals must send their visit request through the Foreign Visit System (FVS).**
- **FVS is the automated system, operated by the Office of the Under Secretary of Defense (Policy), that processes requests for visits by foreign nationals to DoD activities and defense contractors**
- **FVS consists of an unclassified segment that allows the on-line submission of visit requests from Embassies in Washington, DC**
- **Action Officers are responsible for coordinating with the security office on any potential foreign visitors attending conferences, meetings, or exercises. Visit requests and or clearance verification cannot be accepted directly from the foreign visitor's organization.**

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